

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Secretary - Planning Division

Revision Date: 10/14

EEO Category: Admin. Support

Status: Non-Exempt

Control No: 30665

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Planning Director and Department Executive Secretary, prepares agenda packets, takes meeting minutes, types various documents, performs clerical duties, receives and handles telephone calls and walk-in public inquiries including development process support, permit processing and business license assistance.

III. Essential Duties:

- Coordinate hearing notices for development applications.
- Prepare and distribute Planning Commission agenda on the Friday prior to the meeting.
- Copy agendas, correspondence, and minutes.
- Prepare and distribute board and committee agenda packets.
- Prepare dinner arrangements and meeting rooms for Planning Commission meeting.
- Attend and type minutes for public hearings with the mayor and act as a backup for the Planning Commission and Board of Adjustment minutes.
- Send out approved minutes to various applicants.
- Coordinate and update development file indices.
- Answer incoming phone calls and connect callers and walk-in traffic with appropriate office staff.
- Assist Executive Secretary in Community Development Department.
- Collect Planning Department time sheets and input data into CCS payroll program.
- Work with and support the Business License Coordinator with billing assistance, counter applications, inspection follow-ups, license inquiries and other clerical duties.
- May handle various, specially assigned administrative activities as designated by the director including facilitating projects, programs, research, or report preparation.
- Assist with building inspection scheduling.
- Assist with development bond process.
- Compile and keep department briefs updated.

IV. Marginal Duties:

- May sort and distribute office mail.
- Set up new development files.
- Provide miscellaneous clerical tasks for planners.
- Mail and fax various correspondence.
- May handle ordering of office supplies and equipment.
- Keep files of public handouts up to date and stocked.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires six months secretarial or business training.

Experience: Requires two years prior experience in job-related secretarial or business related activities with demonstrated competence; may substitute additional education for experience.

Certifications/Licenses: Requires a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment; basic Planning practices and policies.

Responsibility for: Great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the proper person who can assist them.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with key individuals, requiring tact and judgment; requires well developed sense of strategy and timing; constant contact with the public; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Type 65 wpm; requires regular use of office equipment, including a computer, printer, copier, microphone splitter, fax machine, and ROLM telephone system, typewriter and dictating machine. Occasional use of a personal or city vehicle.

Analytical Ability: Prioritize tasks; work well under pressure; establish effective team working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental pressure and fatigue exist during a normal workday due to constant public contact and meeting ongoing deadlines; needed ability to work in a fast-paced public environment; moderate overtime may be required to attend board and committee meetings.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____